

## 12.251 CITATIONS ISSUED TO DIVISION OWNED VEHICLES

### **Reference:**

Procedure - 12.215 - Cincinnati Parking Infraction (CPI)

Procedure - 12.250 - Cancellation of Citations

### **Procedure:**

- A. When a Police Division employee receives a Cincinnati Parking Infraction (CPI) on a city owned/leased vehicle, the employee will:
  - 1. Immediately notify his supervisor the citation has been issued.
  - 2. The employee will document on a Form 17 the circumstances which caused the citation to be issued.
  - 3. The employee may choose to pay the citation or schedule a hearing. In this case, Sections A.1. and A.2. of this procedure must still be followed.
- B. The Employee's Supervisor Will:
  - 1. Notify the Records Unit Customer Service Supervisor to place a "holder" on the citation pending an investigation if the employee chooses not to pay or schedule a hearing.
  - 2. Investigate and verify the information as related by the employee.
  - 3. Indicate on the Form 17 submitted by the employee corrective action taken or initiated.
  - 4. If circumstances warrant a cancellation, complete a Citation Cancellation Request (Form 654).
  - 5. The employee's Form 17 and the Form 654 with the citation attached will be forwarded to the district/section commander.

- C. The District/Section Commander Will:
  - 1. Review and make a recommendation.
  - 2. Forward the entire packet to the affected bureau commander for approval.
- D. If the employee was not conducting official police business, or the district/section or bureau commander disapproves the request for cancellation, the following will apply:
  - 1. The employee's supervisor will notify the Records Unit Customer Service Supervisor to remove the holder.
  - 2. Return the citation to the employee for payment or to schedule a hearing.
  - 3. Failure to have the citation properly disposed of will result in disciplinary action.
- E. If the district/section commander and the affected bureau commander recommend cancellation, the employee's Form 17 and the Form 654 with the citation attached will be forwarded to the Patrol Bureau Commander.
  - 1. The Patrol Bureau Commander will stamp the back of the citation "Recommend Cancellation by the Court" if he approves the request.
- F. The employee's Form 17 and the Form 654 with the citation attached will be forwarded through the Central Records Section Commander to the Records Unit.
  - 1. The Records Unit will prepare a master docket sheet for all citations submitted to the hearing officer for cancellation.
  - 2. Photo copies of all Forms 17, Forms 654, and citations will be sent to the Hamilton County Municipal Court Clerk's Office along with the master docket sheet by the second Friday of each month.
  - 3. The master docket sheet will be signed by the clerk as a record of receipt.

- G. If, in the judgment of the hearing officer, the citation does not warrant cancellation or dismissal, the citation will be returned and processed as described in Section D.
- H. This procedure does not alter existing Procedure 12.215 regarding the processing of citations involving defective parking meters.

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